

# DIRECTIVE

## WORKFORCE INVESTMENT ACT

Number: WIAD06-1

Date: July 18, 2006

69:136:cs:9818

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ORGANIZATIONAL INFORMATION CHANGES

### EXECUTIVE SUMMARY:

#### Purpose:

This directive provides guidance to all organizations in receipt of Workforce Investment Act (WIA) funds that make a change to their organizational information.

#### Scope:

This directive requires that any recipient of WIA funds to provide documentation for organizational changes to a central point of contact within the Workforce Investment Division (WID).

#### Effective Date:

This directive is effective immediately.

### REFERENCES:

None

### STATE-IMPOSED REQUIREMENTS:

This directive contains some State-imposed requirements that are shown in ***bold, italic*** type. State instructions provide the process for submittal of all organizational changes.

### FILING INSTRUCTIONS:

This directive supersedes WIA Directive WIAD03-11, dated April 13, 2004, and finalizes WIA Draft Directive WIADD-119, issued for comment on May 16, 2006. The WID received three comments during the draft comment period. This final directive incorporates substantive comments that are viewed as highlighted text. The highlighted text will remain on the internet for 30 days from the issuance date. Retain this directive until further notice.

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice) or (916) 654-9820 (TTY).

## **BACKGROUND:**

The subgrant is the vehicle by which the State provides funding to all recipients. In turn, the recipients are responsible for ensuring the State has the most current information for each of their organizations. Having the most current information enables the State to execute contracts, disseminate information and disburse funds with the least amount of delay. In the past, the Employment Development Department (EDD) has received requests to update or change organizational information in a variety of ways, which has created problems. To eliminate those problems, we are establishing a single point of contact within WID who will be responsible for the review and processing of any organizational change submitted by any funding recipient.

## **POLICY AND PROCEDURES:**

***All recipients of WIA funds must submit changes to their organizational information to the WID Financial Management Unit. NOTE: All Local Workforce Investment Areas (LWIA) and Community Based Organizations (CBO) must now provide the name and e-mail address of their Administrator Alternate. A new form has been created to accommodate this additional information.***

### **Type 1 Changes:**

***Organizational changes for the following will only be accepted on official letterhead stationary and must be signed by the appropriate Chief Elected Official, Chief Administrator or Chief Executive Officer representing the organization.***

- LWIA and CBO Subgrantee name changes.
- LWIA and CBO Subgrantee Administrator, Administrator Alternate, Local Workforce Investment Board representative(s), Chief Elected Official/Executive name change and any changes to office telephone/e-mail/fax numbers for the above parties.
- LWIA and CBO location address changes.

### **Type 2 Changes:**

***Organizational changes for the following will be accepted by e-mail or fax and should be submitted by one of the parties affected by the change or the designated representative for the organization.***

- Management Information System (MIS) Administrator and/or Alternate name, telephone, e-mail or fax number changes.
- Fiscal Administrator and/or Alternate name, telephone, e-mail or fax number changes.
- Equal Employment Opportunity Coordinator
- Rapid Response Coordinator

**NOTE:**

The attached Subgrantee Information Change Forms are optional and may be used to document any organizational changes. However, if you are making a Type 1 change and wish to use this form, it must accompany the official letterhead stationary request. When filling out the form, users should only fill in the areas where changes have occurred. This form is linked as an attachment to this directive. Documents reflecting organizational changes must be submitted to:

Attn: Contracts Analyst  
Financial Management Unit, MIC 69  
Workforce Investment Division  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

**WID Publications**

Directives, information bulletins, and other workforce information are posted on EDD's Web site. The WID disseminates these documents to the Workforce Development Community through an e-mail subscription service. When new directives, information bulletins, or other workforce information are posted on the Internet, the WID pagemaster e-mails a "Workforce Development New Web Items" notification to the Workforce Development Community. To automatically receive this notification for directives, information bulletins or other workforce information, you will need to subscribe to our subscription service at [www.edd.ca.gov/listmain.htm](http://www.edd.ca.gov/listmain.htm).

To change an e-mail address you must unsubscribe the old address and then subscribe the new address using the above Web site address. To delete an e-mail address, just unsubscribe. This change will only affect the e-mail subscription service that notifies the Workforce Development Community when new directives, information bulletins, and other workforce information are posted on the Internet.

**ACTION:**

Bring this directive to the attention of appropriate staff.

**INQUIRIES:**

Please direct inquiries regarding this directive to the Financial Management Unit.

/S/ BOB HERMSMEIER  
Chief  
Workforce Investment Division

Attachments are available on the Internet:

1. [Subgrantee Information Change Form—Type 1 Changes](#) (DOC)
2. [Subgrantee Information Change Form—Type 2 Changes](#) (DOC)